



# HABEAS CORPUS RESOURCE CENTER

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[www.courtinfo.ca.gov/careers](http://www.courtinfo.ca.gov/careers)

[www.hcrc.ca.gov](http://www.hcrc.ca.gov)

## EMPLOYMENT OPPORTUNITY

**Job Title:** PARALEGAL

**Job Requisition No.:** 3290

**Location:** San Francisco, California

### Overview:

The Habeas Corpus Resource Center (HCRC), located in San Francisco, has an exciting opportunity for Paralegal position. The primary purpose of the HCRC is to provide direct representation to death row inmates in post-conviction proceedings in state and federal courts and to serve as a resource to private appointed counsel in capital post-conviction proceedings.

Additional information about the HCRC can be found at [www.hcrc.ca.gov](http://www.hcrc.ca.gov).

### Responsibilities:

#### HCRC PARALEGAL:

- Performing factual research;
- Locating, assembling, analyzing and coding evidence such as court, social, medical, and legal records;
- Assisting attorneys with development of factual support for claims of relief and preparation for evidentiary hearings;
- Maintaining case files, database information and scanning original documents into a database;
- Operating a computerized system for managing documentation;
- Gathering and tracking litigant information;
- Maintaining integrity of legally relevant documents;
- Working closely with investigators and attorneys to identify issues of concern and gather documentation; and
- Identifying, contacting, and providing information to expert witnesses.

#### PARALEGAL II

- Independently performs the full range of varied and complex paralegal duties under general supervision.

***Applicants who do not meet the minimum qualifications for the Paralegal I level may be considered for an entry level Litigation Support Assistant position.***

HCRC Litigation Support Assistant I (Paralegal Track): Litigation Support Assistant I is the entry-level class for applicants interested in becoming a Habeas Corpus Paralegal. Initially under close supervision, Litigation Support Assistants will be assigned to legal teams and will be trained to provide assistance to paralegals. As experience is gained, there is greater independence of action within established guidelines. This class is alternatively staffed with Litigation Support Assistant II, and employees may advance to the higher level after gaining experience and demonstrating proficiency that meets the qualifications of the higher level. Members of this class exercise significant

independence in performing a broad range of litigation support duties within general guidelines, but with limited independent decision-making. Employment in this class is restricted to candidates who possess the equivalent of a college degree.

**HCRC Litigation Support Assistant II (Paralegal Track):** Litigation Support Assistant II is the journey-level class of this series, fully competent to independently perform the full range of litigation support duties and interested in becoming a Habeas Corpus Paralegal. Members of this class exercise significant independence in performing a broad range of litigation support duties within general guidelines, but with limited independent decision-making. Employment in this class is restricted to candidates who possess the equivalent of a college degree.

**Minimum Qualifications:**

**HCRC Paralegal I:**

Equivalent to one year of paralegal experience involving complex litigation;

OR

One year as a Litigation Support Assistant with the HCRC

OR

One year as a Legal Secretary with the HCRC.

**HCRC Paralegal II:**

Equivalent to two years of paralegal experience involving complex litigation;

OR

One year as a Paralegal I with the HCRC.

A paralegal certificate, JD degree, or directly related college-level education may be substituted for six months of the required experience.

**Litigation Support Assistant I:** Equivalent to a possession of a bachelor's degree

**Litigation Support Assistant II:** Equivalent to possession of a bachelor's degree and one year performing paralegal support. Additional directly related college level education may be substituted for a portion of the experience OR one (1) year as a Litigation Support Assistant I.

Applicants must possess, or have the ability to obtain, a valid California drivers license.

Working hours are Monday through Friday from 8:30 a.m. to 5:30 p.m. LSAs and Paralegals may be required to work overtime and on holidays, evenings, or weekends.

**Knowledge of:**

- General concepts and principles involved in project assignments;
- Principles of organizing and summarizing data and information;
- The operation of personal computers and the use of specified computer applications, such as word processing, databases and spreadsheets;
- Principles and techniques of preparing a variety of effective written materials; and
- Computer proficiency with PCs, preferably in Microsoft Word, Outlook, Excel, and Access.

**Desirable Qualifications:**

- Familiarity and interest in mental health issues;
- Experience in defense-related work
- Familiarity with cultural diversity issues;
- Fluency in oral and written Spanish; and
- Proficiency in legal software and/or document management databases.

### **How to Apply:**

This position requires submission of an official application and response to the supplemental questionnaire. Resumes without these materials will not be considered.

*Preferred:* Fill out an application and answer the supplemental questions at [www.courtinfo.ca.gov/careers](http://www.courtinfo.ca.gov/careers).

Please refer to Paralegal Job Req. 3290 in all communications, including your application. Previous applicants must reapply for further consideration.

For earliest consideration, please apply by June 20, 2008. Applications will be accepted after the earliest consideration date and until the announcement is withdrawn. This position is opened until filled.

The HCRC uses a lengthy recruitment process. Every application is reviewed in its entirety. Candidates whose qualifications best meet the needs of HCRC will be contacted to participate in the interview process. All applicants will be notified by mail when the recruitment has been closed. Due to the volume of applications received, we request that applicants refrain from contacting the HCRC regarding hiring status and from in-person pick up or delivery of applications. Individuals selected to fill positions are appointed at levels commensurate with their qualifications.

Please note: If you are selected for hire, the HCRC will require verification of employment eligibility or authorization to legally work in the United States.

### **Salary and Benefits:**

HCRC PARALEGAL I: \$3,903 - \$4,741 per month

HCRC PARALEGAL II: \$4,290 - \$5,216 per month

Litigation Support Assistant I: \$2905 - \$3,588 per month

Litigation Support Assistant II: \$3,196 - \$3,947 per month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$115 transit pass subsidy per month
- CalPers Retirement Plan

- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

**AN EQUAL OPPORTUNITY EMPLOYER**

